



Nelson Wood Shims

500 N.W. 3rd Street • P.O. Box 395 • Cohasset, MN 55721 • (218) 328-6203 • Fax (218) 328-6205 • Email: info@shims.com

Job Title: Invoicing & Administrative Assistant
Department: Accounting & Administration
Reports to: CFO
Employee Status: Full-time

SUMMARY

Overall, the primary role of this position is to support the Sales, Production and Accounting departments in whatever capacity is needed. More specifically, this position would involve a variety of functions with an approximate allocation as follows:

- 40-50% - Invoicing Clerk
- 20-30% - Administrative Assistant
- 20-30% - Accounts Receivable/Payable Clerk
- 00-05% - Customer/Vendor Compliance

EDUCATION/EXPERIENCE

- High school Diploma or GED required
- Preference for 2-year college degree or more
- 2 years of professional work experience
- Experience in the manufacturing industry is a plus

INVOICING CLERK - DUTIES/RESPONSIBILITIES

- Review and process sales orders
- Broker freight and schedule deliveries with freight companies
- Process the invoices and coordinate orders on day of shipment
- Prepare various reports for management and other departments
- Assist with any other tasks as directed by the Invoicing Lead

ACCOUNTS RECEIVABLE /PAYABLE CLERK - DUTIES/RESPONSIBILITIES

- ACCOUNTS RECEIVABLE
 - Process payments received by customers
 - Assist with payment deductions, discounts, short payments, etc.
 - Assist with calling and collection efforts on past due accounts
 - Assist with other tasks as directed by the AR Lead
- ACCOUNTS PAYABLE
 - Enter vendor invoices
 - Verify proper sales or use tax has been applied
 - Process payment of invoices
 - Assist with other tasks as directed by the AP Lead

Mission Statement: To produce quality products at a fair price, delivered on time in a clean and safe workplace where people care about each other.

CUSTOMER / VENDOR COMPLIANCE - DUTIES/RESPONSIBILITIES

- Be a co-leader when working on new customer setups
- Lead new product setups or changes with current customers
- Work within various customer portals, and third-party programs
- Read through new customer agreements and highlight areas for concern
- Communicate effectively with all departments and parties involved
 - Ensure the process is continually moving forward in a timely and efficient manor
- Assist with various tasks for maintaining vendor files and new vendor setups

ADMINISTRATIVE ASSISTANT - DUTIES/RESPONSIBILITIES

- Willingness to work or help on any task – no matter what it is
- The following are examples of the type of tasks that fall into this category. All tasks are on an “as needed” basis and are often shared among the office staff.
 - Answers phones
 - Greet guests when they arrive
 - Coordinate travel arrangements for sales staff
 - Process expense reports for sales staff
 - Assist with file maintenance
 - Coordinate ordering office supplies
 - Coordinate company provided lunches/meals